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Title of Document:	Individual Clothing and Personal Property
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Applicability:	CTH II, SLP II, CRCFs, Community ICFs/MR

PURPOSE:

To establish procedures for the purchase, accountability, maintenance and disposition of clothing and personal property.

POLICY:

People who live in SCDDSN sponsored residential facilities shall be clothed in accordance with their personal preference, within generally accepted standards of age, style and season. The provider of residential services shall assure that people have sufficient quantities of clothing at all times, in good repair, appropriate to the season.

People's abilities to manage the purchase, maintenance and disposition of clothing and personal items should be assessed and appropriate training implemented, according to established goals and priorities for the person.

When a person is determined through assessment to be capable of managing the purchase, maintenance and disposition of their own clothing and personal property, their freedom to do so should not be restricted and in such cases, this directive would not apply.

PROCEDURES

People and/or parents/guardians as appropriate will be notified as to the type and quantities of clothing desired to accompany the person when admitted to residential services.

Each person and/or parent/guardian, as appropriate will be given an explanation as to how clothing and personal property are managed by the agency and given the opportunity to express personal preferences.

A joint inventory (staff and person or parent/guardian as appropriate) of clothing and property shall be performed at the time of admission. A sample inventory form is attached to this directive to serve as a guide. Any single item valued at \$50 or more shall be listed, with the serial number if one exists, on an inventory form which shall be kept on file. The inventory shall be kept current noting all new purchases of single items valued at \$50 or more and/or deletions and shall reflect at least a quarterly review.

An inventory of clothing and property valued at \$50 or above will accompany the person upon discharge.

In the case of death, the disposition of all personal items will be done in accordance with the person's or family/guardian's instructions. The inventory will be noted accordingly.

If a request is made for transfer of ownership of equipment such as an outgrown wheelchair, this request shall be first approved by the person or parent/guardian as appropriate and then be completed as follows:

1. A copy of the original invoice for the equipment shall be secured.
2. The Provider shall establish a fair market appraisal of the equipment.
3. A bill of sale endorsed by the individual and/or guardian shall be prepared for that equipment and forwarded to the Agency Director's office following the standard procedures for purchasing equipment.
4. The inventory list for each person shall reflect the transaction.
5. In the case that the item was originally purchased by a parent or guardian, Step 1 of these procedures shall be omitted and a document acknowledging the approval of the parent/guardian with their signature shall replace the copy of the original invoice.

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(Approved)

Attachments: (To access these attachments please see the "Attachments to Directives" page of the agency website under this directive number.)

- A. Sample Inventory Document (Blank)
- B. Instructions for Completing Inventory Document
- C. Sample Inventory Document (Completed)